

Seed Fund Quarterly Report

Organization Name

Quarter

Housing Production

Please describe the number of units produced during the quarter. This may be new beds made available, loans closed, single-family or multifamily units developed, families/individuals served, emergency home repair projects completed, etc. Also describe significant steps accomplished in the development process (i.e., site control, ground breaking, loan closings).

	Homeownership units produced	Rental units produced	Single Family Regional Loans closed	Homeowner Rehabs completed	New shelter beds produced	Homeless persons served
Quarter						
Contract Period						

External Relations

Please describe any communication and outreach efforts conducted this quarter aimed at your organization's stakeholders (clients, donors, neighbors, etc.), partners and potential partners (private-sector businesses, organizations and local government agencies) and the general public. Describe this quarter's efforts to diversify your organization's financial support and any efforts made to generate organizational resources. Please include copies of news articles, newsletters, form letters, and the like that support these efforts.

Financial Resource Management

Describe your board's involvement and activities this quarter in maintaining an appropriate balance between revenue and expense, including creating and reviewing a budget, using and verifying the accuracy of financial reports, the management of cash flow and maintenance of appropriate levels of cash reserves. Describe any financial management policies and practices that have been adopted or reviewed this quarter.

Human Resource Management

Please list any staff and board development and training activities, include the date(s) of the training, the course/workshop title, the training sponsor and who attended. Describe any activities that occurred this quarter that support effective work teams and participatory management practices. Describe this quarter's recruitment efforts, evaluations of staffing needs and efforts to train or identify individuals for future leadership roles. Describe any volunteer or staff recognition and award activities that took place this quarter. Describe any compensation or personnel policies that have been adopted or reviewed this quarter.

Service Delivery

Describe the role stakeholders played this quarter in assessing needs, designing projects, implementing projects, monitoring projects and assessing project impact. Describe what efforts have been made this quarter to monitor and evaluate service delivery practices. Describe what steps have been taken this quarter to improve long term sustainability (cultural, economic, political, environmental, and institutional). Describe any technical support you have received in delivering your programs and projects this quarter.

Strategic Management

Describe any strategic decisions made by your board this quarter and how it impacts your Organizational Plan. Describe any activities that deviate from your organization's mission and what plans have been implemented to address organizational commitment to mission, goals, and philosophy.

Resources Leveraged

List all resources from public and private partnerships which were leveraged as a result of Seed Funding. Do not list matching funds. Leveraging means those additional resources that were made either to your organization or to the community as a result of Seed Funding to accomplish your community's housing objectives.

Organization Plan Performance

Please indicate any changes (delays, deletions, additions, etc.) To your Organization Plan. Describe any assistance that your organization needs in implementing the plan.

Self-Evaluation

Please evaluate the organization's performance this quarter. In what areas did you meet or exceed your expectations? What areas need more work? What things were exciting about this past quarter? What things were significant obstacles? What insights have you gained? What do you plan to do differently?

Financial Report

Expense	Total Cost For Quarter	Seed Funds Expended	Cash Match Expended	In-Kind Match Expended	Source of Match
Salaries, Wages, & Benefits					
Education, training & travel					
Office rent & utilities					
Communication (Postage, Phone, Press, etc)					
Taxes & Insurance					
Equipment, supplies & materials					
Pro-rate Audit					
Technical Assistance**					
Contract Services					
Other					
Total					

	Jan-Mar	Apr-Jun	Jul-Spt	Oct-Dec
Percent Cash Match/Seed Expended				
Percent In-Kind Match/Seed Expended				
Total Match/Seed Expended				
Total Seed Funds Received This Quarter				
Seed Funds Remaining On Hand at EOQ				

**** Please list Technical Assistance services purchased this quarter**

Contractor Name	Service Rendered	Date(s) of Service	Total Cost of Service	Seed Funds Expended

Seed Expenditure Detail

Detail total should equal Total Seed Funds Expended on the Financial Report	
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Check Number	Date	Amount	Payee	Expense Type <small>(See Financial Report Categories)</small>	Expense Description
Total Seed Funds Expended					

A register report from a financial software package may be substituted for this form if it has all the information requested